



## Associate Acknowledgment

I have received the Orientation Guide and have read and understand it. I have received the Benefits Summary Book explaining my Group Insurance Plan which I have also read and understand.

The purpose of the Guide is to provide associates of Home Depot U.S.A., Inc. with general information regarding the policies and procedures of Home Depot U.S.A., Inc. Neither the Guide nor any provisions of the Handbook is an employment contract or any other type of contract.

I understand and agree that the Company may change or modify policies or procedures relating to employment matters with notice to me. I understand and agree these policies and procedures are to be interpreted and applied by the Company in its discretion, whose decision in this regard will be final.

I have read the information and seen the video regarding Home Depot U.S.A., Inc.'s Drug Testing Education and Rehabilitation program. I understand this policy, the conditions for testing and the consequences for a positive drug test or my refusal to take a drug test.

I understand and have the right and it is my responsibility to raise questions I have concerning the personnel rules in effect during my employment with Home Depot U.S.A., Inc.

I understand that my employment will be for no definite term, such that I will enjoy the right to terminate my employment at any time, at my convenience, with or without cause or reason. I further understand that Home Depot U.S.A., Inc. will have the same right. This status can only be modified if such modification is in writing and signed by both me and the President of the Company.

I understand that no hazardous waste materials or waste chemicals, including but not limited to pool chemicals, insecticides, paints and degreasers, are to be disposed of through sewage systems, storm drains, poured on ground or placed in compact containers. All hazardous waste chemical disposal must be approved by the Store Manager. Any violation of this policy may result in criminal prosecution by federal, state, or local authorities against the associate personally, in addition to disciplinary action to Home Depot U.S.A., Inc. I further acknowledge that, if I am a store or Distribution Center associate, I have received training in "Associate Flight to Know" about hazardous materials. I have received training on the Critical Operational Safety Standards and agree to follow the procedures at all times.

### HOURLY ASSOCIATE ACKNOWLEDGMENT OF NO WORKING OFF THE CLOCK:

If I am an hourly associate, I understand and agree that The Home Depot does not permit an hourly associate to work off the clock. I understand that it is a violation of Company policy to:

- Perform work in the store or elsewhere without permission or compensation
- Allow other associates to work off the clock
- Falsify or inaccurately alter any time records
- Clock another associate in or out

Violations of this policy may subject me to disciplinary action up to and including termination.

Managers and Supervisors do not have the right to ask me to work off the clock. I understand that I cannot be directed to work off the clock. I will report any request of me or others to work off the clock to a member of management. I further understand that reporting a request to work off the clock will not result in disciplinary action to me.

I have read and understand the above statement and the Orientation Guide.

Associate Signature ☒ Thomas Ames

Date 11-17-01

Associate Social Security No. [REDACTED]

Store No. 1975

Company Official Conducting Orientation ☒

Date 11-17-01

### Person to contact in case of emergency:

DA0005

Print Name <u>Thomas Ames</u>	Relationship <u>Spouse</u>	Telephone <u>[REDACTED]</u>
Address <u>[REDACTED]</u>	City <u>Yorkville</u>	State <u>IL</u>
		Zip <u>60560</u>

DISTRIBUTION: One copy to personnel file, one copy for associate



# Associate Orientation Checklist

Print Name of Associate: Diane AmesDate: 11-17-01Store Number: 1975

Instructions: Initial the topics listed below as they are covered during Orientation. Sign the completed Checklist and give it to your Orientation Leader at the end of Orientation.

ALL ASSOCIATES (Days 1 & 2)	
Learning About Home Depot	Your Career at The Home Depot
<input checked="" type="checkbox"/> Video: Learning about Home Depot	<input checked="" type="checkbox"/> Finding Out about Career Opportunities
<input checked="" type="checkbox"/> Our Concepts	<input checked="" type="checkbox"/> Job preference Process
<input checked="" type="checkbox"/> What We Believe in	<input checked="" type="checkbox"/> Video: The Job Preference Process
<input checked="" type="checkbox"/> Our Merchandising Philosophy	<input checked="" type="checkbox"/> Recognition and Reward Programs
<input checked="" type="checkbox"/> Our Returns Philosophy	<input checked="" type="checkbox"/> Learning About Your Store
<input checked="" type="checkbox"/> Our Customers	<input checked="" type="checkbox"/> Business Basics
<input checked="" type="checkbox"/> Customer Service: Responding to Customer Issues	<input checked="" type="checkbox"/> Selling /Merchandising Departments
<input checked="" type="checkbox"/> The Home Depot Time Line	<input checked="" type="checkbox"/> Operational Departments
<input checked="" type="checkbox"/> Culture and Values	<input checked="" type="checkbox"/> Specialty Programs
<input checked="" type="checkbox"/> What is The Home Depot Company Culture?	<input checked="" type="checkbox"/> The KRONOS Time Clock
<input checked="" type="checkbox"/> Home Depot Values	<input checked="" type="checkbox"/> Schedules/Review
<input checked="" type="checkbox"/> Inclusion: Getting All Associates "In the House"	<input checked="" type="checkbox"/> Additional Training
<input checked="" type="checkbox"/> Video: Values: A Culture of Caring	<input checked="" type="checkbox"/> The Importance of Training
<input checked="" type="checkbox"/> Home Depot's Commitment to the Environment	<input checked="" type="checkbox"/> First Two Weeks
<input checked="" type="checkbox"/> Associate Benefits	<input checked="" type="checkbox"/> First 30 Days
<input checked="" type="checkbox"/> Video: Benefits	<input checked="" type="checkbox"/> First Year Training Plans
<input checked="" type="checkbox"/> Enrollment Information	<input checked="" type="checkbox"/> Safe Work Practices and Loss Prevention
<input checked="" type="checkbox"/> New Hire Forms	<input checked="" type="checkbox"/> Safe Work Practices
<input checked="" type="checkbox"/> Associate Action Notice	<input checked="" type="checkbox"/> Video: Safe Work Practices
<input checked="" type="checkbox"/> Direct Deposit	<input checked="" type="checkbox"/> Loss Prevention
<input checked="" type="checkbox"/> Video: Direct Deposit	<input checked="" type="checkbox"/> Video: Sensormatic
<input checked="" type="checkbox"/> Home Depot Policies	<input checked="" type="checkbox"/> The AlertLine
<input checked="" type="checkbox"/> Associate Reviews	<input checked="" type="checkbox"/> Fire Evacuation Plan
<input checked="" type="checkbox"/> Ethics and Business Conduct Policy	<input checked="" type="checkbox"/> Hazardous Material Management
<input checked="" type="checkbox"/> Video: Ethics	<input checked="" type="checkbox"/> Video: Hazard Communication
<input checked="" type="checkbox"/> Respect for All People	<input checked="" type="checkbox"/> Key Hazardous Materials Practices
<input checked="" type="checkbox"/> Video: Respect for All People	<input checked="" type="checkbox"/> Critical Operating Safety Standards (COSS)
<input checked="" type="checkbox"/> Harassment/Discrimination Policy	<input checked="" type="checkbox"/> Safety Disciplinary Policy
<input checked="" type="checkbox"/> Open Door Policy	<input checked="" type="checkbox"/> Spotter and Banner Barricade Standards
<input checked="" type="checkbox"/> Union Free Philosophy	<input checked="" type="checkbox"/> Video: Critical Operating Safety
<input checked="" type="checkbox"/> Disability Awareness	<input checked="" type="checkbox"/> Reporting Accidents and Damage
<input checked="" type="checkbox"/> Rules and Regulations	<input checked="" type="checkbox"/> Disaster Recovery Programs
<input checked="" type="checkbox"/> Associate Counseling	<input checked="" type="checkbox"/> Emergency Announcements
<input checked="" type="checkbox"/> Substance Abuse Policy	<input checked="" type="checkbox"/> Orientation Summary
<input checked="" type="checkbox"/> Video: Substance Abuse	<input checked="" type="checkbox"/> Review Objectives
<input checked="" type="checkbox"/> Rules of Conduct	<input checked="" type="checkbox"/> Orientation Review
<input checked="" type="checkbox"/> Solicitation Policy	<input checked="" type="checkbox"/> Associate Acknowledgement Form
<input checked="" type="checkbox"/> Store Regulations	<input checked="" type="checkbox"/> Looking Ahead
<input checked="" type="checkbox"/> Dress Code	<input checked="" type="checkbox"/> Video: The Big Finish
<input checked="" type="checkbox"/> Employment Policies	
<input checked="" type="checkbox"/> Use of Business Equipment	
<input checked="" type="checkbox"/> Home Depot's Organization and Structure	
<input checked="" type="checkbox"/> Video: Organization	
<input checked="" type="checkbox"/> Stores/Districts/Divisions	
<input checked="" type="checkbox"/> Store Support Center	
<input checked="" type="checkbox"/> Home Depot Today	
<input checked="" type="checkbox"/> Your Home Depot Directory	

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SALES ASSOCIATES (Day 3)	
<input checked="" type="checkbox"/> Cultivating the Customer	<input checked="" type="checkbox"/> Store Markdowns
<input checked="" type="checkbox"/> PK Basics	
SALES ASSOCIATES (Days 4-8)	
<input checked="" type="checkbox"/> Salesperson Training (Getting Started)	
CASHIERS (Days 3-5)	
<input type="checkbox"/> Cashier Training (24 hours)	
Working Off the Clock Acknowledgement	
<input checked="" type="checkbox"/> I understand and agree that The Home Depot does not permit associates to work off the clock. I understand that it is a violation of Company policy to: <ul style="list-style-type: none"> <li>• Perform work in the store or at home without permission and/or compensation</li> <li>• Allow other associates to work off the clock</li> <li>• Alter any time records</li> <li>• Clock another associate in or out</li> </ul>	
<p>Managers and supervisors do not have the right to ask me to work off the clock. I understand that I cannot be directed to work off the clock. I will report any request of me or others to work off the clock to a member of management. I further understand that reporting a request to work off the clock will not result in disciplinary action to me.</p>	
Safe Work Practices Acknowledgement	
<input checked="" type="checkbox"/> I understand and agree that Home Depot requires all associates to adhere to all safety policies and procedures. I affirm that I have been trained on the following: <ul style="list-style-type: none"> <li>• Safe Work Practices and Loss Prevention section within the Orientation Guide</li> <li>• Hazardous Material Training, <i>The Employees Right to Know About Hazardous Materials (HDT-802)</i></li> </ul>	
SIGNATURES REQUIRED	
Associate Signature/Date	<i>[Signature]</i> 11-17-01
Orientation Leader Signature/Date	